

# AppState Careers

## Quick Steps – Temporary

This manual is designed to provide an overview and Quick Steps to process the AppState Careers Applicant Tracking (Posting and Hiring Proposal) modules. Refer to the ASU detail training manuals for specific details.

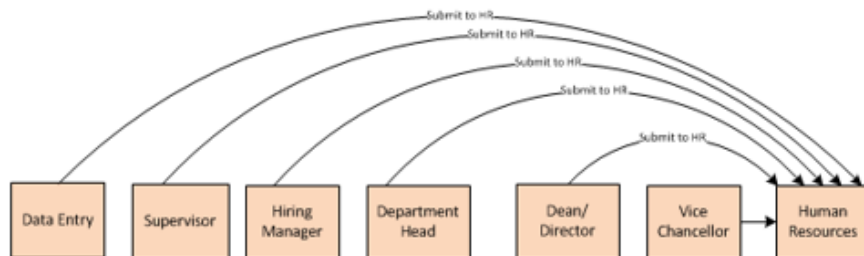
This manual provides Quick Steps for:

- Creating a Posting Page 2
- Modifying a Posting Page 3
- Viewing a Posting Page 4
- Viewing an Application Page 5
- Changing an Applicant Workflow Page 6
- Hiring Proposal Workflow Page 7
- Viewing Inbox and Watch List Page 8
- Saving a Search Page 9

### Workflow – Temporary

**1** **Posting Workflow**

Postings are submitted to and Approved by HR.



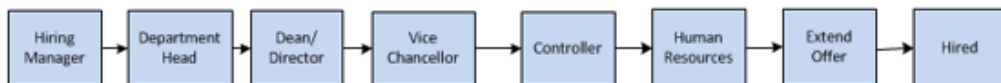
**2** **Applicant Workflow**

Applicants apply to the Posting via the Web Portal. All applicants create an account and upload pertinent documents.



**3** **Hiring Proposal Workflow**

After the Hiring Manager selects the most qualified Applicant, the Hiring Proposal can begin.



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### Creating a Posting – Temporary

- Step 1. Select **APPLICANT TRACKING** from the drop down (upper right side of the screen).
- Step 2. Select the correct Current Group if authorized (Data entry, Department Head, Hiring Manager, etc.) **Current Group: Department Head**. You will receive a message indicating that you are now viewing as a member of the group you selected. Click the message box to close it.
- Step 3. Select the **Home** tab (across the top middle of the screen).
- Step 4. Under shortcuts, select **Create New Temporary Posting**.
- Step 5. Click **Create from Posting** from the pop-up box. You can select **Create from Position Type** instead but a new posting using this option is almost completely blank.
- Step 6. **Search** for the desired Posting (or Position Type) from which to copy.
- Step 7. Hover over **Actions** to the far right of the desired Posting (or Position) and select **Create From**.
- Step 8. Change Working Title (and other fields) if needed, and press **Create New Posting**.
- Step 9. Complete the required fields on each section.

<input checked="" type="checkbox"/> Posting Details
<input checked="" type="checkbox"/> Supplemental Questions
<input checked="" type="checkbox"/> Applicant Documents
<input checked="" type="checkbox"/> Evaluative Criteria
<input checked="" type="checkbox"/> Search Committee Members
<input checked="" type="checkbox"/> Guest User
<input checked="" type="checkbox"/> Comments
Summary

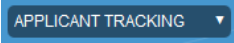

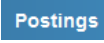




**Note:** Clicking **Next >>** will save and move to the next section.

- Step 10. Once you complete all sections, you will be on the Summary page. Verify that each section is valid with  at top the left of each section. If a section is not valid  , you must click **Edit** and correct.
- Step 11. When you are satisfied all data is accurate, click **Take Action On Posting** and select the desired Workflow Action.
- Step 12. Add desired Comments and decide if you want to Watch this Posting.  
**Note:** Comments are emailed to the next approver in the workflow and cannot be removed.




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### Modifying a Posting – Temporary

- Step 1. Select  from the drop down (upper right side of the screen).
- Step 2. Select the correct Current Group if authorized (Data entry, Department Head, Hiring Manager, etc.) . You will receive a message indicating that you are now viewing as a member of the group you selected. Click the message box to close it.
- Step 3. Select the  tab (across the top middle of the screen).
- Step 4. Select the Posting type .
- Step 5. Click  for the desired Posting (use More search options for added columns).
- Step 6. On the row of the desired Posting, click on the Posting Name in the far left column to access the edit screen.
- Step 7. Next to Posting description at the top of the screen, click .
- Step 8. From the menu on the left, select the desired area where the change is to be made.
- Step 9. Make the desired change and click . You will get a message:

 Posting was successfully updated. Changes will not be visible to applicants until they are published on the applicant portal or the posting is transitioned.

- Step 10. Click on the Summary page  from the menu on the left.
- Step 11. Scroll down the screen to make sure each section is error free with a .
- Step 12. When you are satisfied all data is accurate, click .
- Step 13. Workflow Actions will vary based on the Posting type and workflow status.
- Step 14. Add desired Comments and decide if you want to Watch this Posting.  
*Note that comments are emailed to the next approver in the workflow and cannot be removed.*

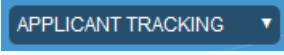








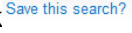




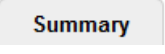
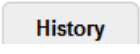
#### **Notes:**

- *Changes cannot be made to open Postings.*
- *Changes can only be made by certain Current Groups and to Postings in a certain workflow state.*

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## Quick Steps – Temporary

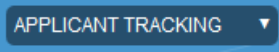


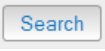






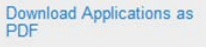

### Viewing a Posting – Temporary

- Step 1. Select  from the drop down (upper right side of the screen).
- Step 2. Select the  tab (across the top middle of the screen).
- Step 3. Select the Posting type *Temporary* .
- Step 4. Your default search will automatically execute.
- Step 5. You can click , and select the desired one.
- Step 6. You can create a new Ad hoc search by entering new search criteria   or clicking  to add columns or to select a specific Workflow State.
- Step 7. Once the search results are displayed at the bottom of the screen, you can move columns around, sort and delete columns by hovering over a column title and clicking an icon  (to the right).
-  = move the column to the left/right
  -  = sort ascending/descending
  -  = delete the column
- Step 8. To save this new Ad hoc Search, click  .
- Step 9. Enter Name  .
- Step 10. Click  Make it the default search? if desired.
- Step 11. To export the query results to Excel, click  and  .
- Step 12. To view specific details about a position, go to the end of the row, click  and then  .
- Step 13. You can view  or  .

# AppState Careers

## Quick Steps – Temporary

### Viewing an Application - Temporary

- Step 1. Select  from the drop down (upper right side of the screen).
- Step 2. Select the  tab (across the top middle of the screen).
- Step 3. Select the  posting type.
- Step 4.  for the desired Position Description (use more search options for added columns).
- Step 5. At the end of the position row, click  and then .
- Step 6. To view one applicant, click  on that line and then .
- Step 7. To view all applications for that Position:
  - a. Click the  to the left of the title row next to the name heading to select all applicants.
  - b. Click the  button above the Actions column on the right.
  - c. Select .
  - d. Select the documents you want to view (Application Data, Resume, etc.) then click .
  - e. A file will be generated which could take a while depending on the number of applicants.

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### Changing an Applicant Workflow – Temporary

- Step 1. Select **APPLICANT TRACKING** from the drop down (upper right side of the screen).
- Step 2. Select the correct Current Group if authorized (Department Head, Dean, VC, etc.)  
Current Group: . You will receive a message indicating that you are now viewing as a member of the group you selected. Click the message box to close it.
- Step 3. Select the **Postings** tab (across the top middle of the screen).
- Step 4. Select the **Temporary** posting type.
- Step 5.  for the desired Position Description (use more search options for added columns).
- Step 6. On the row of the position, click **Actions** and then **View Applicants**.
- Step 7. To view one applicant, click **Actions** on that line and then click **View Application**.  
-Or- Applicants can also be processed in Bulk:
- Click the  to the left of the Top Column Heading
  - Click **Actions**
  - Under the **BULK** section in list, click **Move in Workflow**
  - Either change the status for all next to the **Change for all applicants** field
  - Or select a **New State** for each applicant
- Step 8. After reviewing the applications, select **Take Action On Job Application** at the top right of the screen.
- Step 9. Select the appropriate Workflow Action.

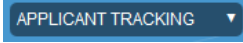







# AppState Careers

## Quick Steps – Temporary

### Hiring Proposal Workflow – Temporary

The Posting must have the Applicant in the correct Workflow State (Recommend for Hire) before the Hiring Proposal can begin.

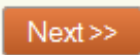
**Note:** Before beginning the Hiring Proposal, change Current Group to your highest level so you can submit up to the next level.




- Step 1. Select  from the drop down (upper right side of the screen).
- Step 2. Select the  tab (across the top middle of the screen).
- Step 3. Select the  Posting type.
- Step 4.  for the desired Position Description (use more search options for added columns).
- Step 5. On the row of the Position, click on the title (far left).
- Step 6. Click on the  folder.
- Step 7. Click on the Name of the applicant who is in the *Recommend for Hire* Workflow State.
- Step 8. Click .
- Step 9. Confirm the Posting by clicking the circle  to the left of the Title and press .
- Step 10. Complete the required fields on each section.



Editing Hiring Proposal

- Temporary Employment A...
- Hiring Proposal Documents
- Hiring Proposal Summary


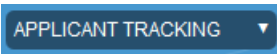


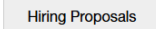



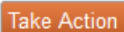

**Note:** Clicking  will save and move to the next section.

- Step 11. After completing all sections, you will be on the Hiring Proposal Summary page. Verify that each section is valid by the  on the left. If a section is not valid , click [Edit](#) to fix it.
- Step 12. When you are satisfied all data is valid, click .
- Step 13. Select the appropriate workflow action based on your Current Group (submit to your supervisor).


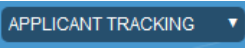









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## Quick Steps – Temporary

### Viewing Inbox

- Step 1. Select  or  from the drop down (upper right of screen).
- Step 2. Click  (top right of the screen).
- Step 3. Click the appropriate tab to see your available actions   .
- Step 4. If you have actions, on the row of the desired record, click  and then click .
- Step 5. After you validate the fields, click  and select the desired workflow action. If the Posting is in the Hiring Proposal state, you will have the option to .
- Note:** *The Actions will vary based on the Position or Posting user and workflow state.*

### Viewing Watch List

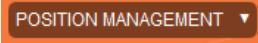
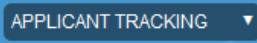
- Step 1. Select  or  from the drop down (upper right side of screen).
- Step 2. Click  (top right of screen).
- Step 3. A list of Postings, Hiring Proposals and Position Actions you have checked to watch will be displayed.
- Step 4. If you have actions, on the row of the desired record, click  (to the left).
- For Postings: select  or .
  - For Positions Actions: select  or .
  - For Hiring Proposals: select  or .
- Step 5. If you select to View or Show, you can then validate the fields, click , and select the desired workflow action.
- Note:** *If your Position or Posting is no longer in your Watch List because of the workflow status, you can still use the Viewing Quick Steps on pages 4 and 5.*

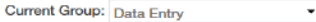


# AppState Careers

## Quick Steps – Temporary

### Saving a Search


Step 1. Select  or  from the drop down (upper right of screen).

Step 2. Change to the desired Current Group (Data Entry, Supervisor, etc.). . You will receive a message indicating that you are now viewing as a member of the group you selected. Click the message box to close it.


Step 3. Select the desired action (Position Descriptions if you chose Position Management or Postings/Hiring Proposals if you chose Applicant Tracking) and select the type from the list (SHRA, EHRA Non Faculty, etc.).

- a. **Note:** *SHRA Position Actions or EHRA Position Actions will display all positions with an action whereas SHRA or EHRA shows only those approved.*

Step 4. Create a new search:

a. Enter your desired keyword and click . Your results will display at the bottom of the screen.

b. Click  to add more columns and set defaults.

c. From the Add Column drop down list  you can select columns to add to the search results. Add as many as desired.

d. If you are searching SHRA Position Descriptions or EHRA Non Faculty Position Descriptions, you can select a desired Department to create a departmental search.

e. You can now move columns around into desired positions (or even delete if not needed):

1. To move a column, hover over the column at the bottom of the screen.

2. There are several choices: 

1)  = move the column to the left/right

2)  = sort ascending/descending


3)  = delete the column

f. Notice this search folder is temporarily called . To save it, click .

g. Click  **Make it the default search?** if desired.

h. Provide a search name

i. Click .

Step 5. You can open a Saved Search by hovering over  and selecting from the drop down list. (Saved searches apply to the type of search you are performing and the Current Group you have selected.) You can then modify the saved search and save it with a new name if desired.

Step 6. To export the query results to Excel, click  and .